



POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF SPECIAL EDUCATION/EARLY INTERVENTION SERVICES

October 25, 2016

Family Support and Dispute Resolution Branch

THIS POSITION IS BEING REPOSTED. APPLICANTS THAT HAVE PREVIOUSLY APPLIED WILL NOT NEED TO RE-APPLY.

POSITION TITLE: Education Program Specialist I, Family Services and Interagency Support

POSITION NUMBER: 215334 (JobAps #16-005055-0004) - Contractual

SALARY: State Salary Grade 21
Annual Salary Range: \$60,543 - \$97,203

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: **This is a 50% part-time contractual position.**

Provides technical assistance with the coordination of the statewide network of family support services for families of children with disabilities, ages birth-21. Responds, both verbally and through written correspondence, to parents concerns expressed to through telephone calls, email correspondence, and written correspondence addressed to this office, the State Superintendent, and the Governor. Takes the lead with the development and implementation of the annual plan for professional development and technical assistance for statewide network staff and the annual plan for the support and involvement of families of children with disabilities, ages birth-21, utilizing the statewide data reporting system and the Federal reporting requirements.

DUTIES AND RESPONSIBILITIES: Responds to parent telephone calls and letters on behalf of the Governor of the State of Maryland, the State Superintendent of Schools, and the Assistant State Superintendent of Special Education/Early Intervention Services; facilitates communication between local school system administrators, local family support services staff, and families of children receiving early intervention, special education or related services; provides technical assistance with a Statewide network of family support services for families of children with disabilities, ages birth-21; coordinates, responds to, and identifies systemic issues from parent inquiries regarding early intervention, special education and related services for children with disabilities; organizes and supports local Family Support Networks (FSN), Preschool Partners (PSP) and Partners for Success Centers.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or equivalent 36 post baccalaureate credit hours of course work in Education or Special Education or a related field.

EXPERIENCE: Four (4) years of professional experience in or affiliated with special education or family support programs; experience must be in coordinating or administering programs related to services for individuals with disabilities and their families.

NOTE: Two additional years of experience directly related to the position may be substituted for the Master's Degree.

ESSENTIAL REQUIREMENTS: Knowledge of educational assessment programs; knowledge of online educational assessment; skill in providing technical guidance to internal and external teams; skill in managing multiple timelines and deadlines simultaneously; skill in using computer technology; ability to maintain day to day knowledge of all plans, activities, and status of projects and issues; ability to analyze complex program issues and to recommend solutions; ability to maintain effective working relationships with internal and external teams; ability to communicate clearly and effectively, both orally and in writing.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.onJobAps.org) (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Education Program Specialist I, Family Services and Interagency Support #215334 (JobAps #16-005055-0004)**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the state are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Applications should be received by November 11, 2016 - Open Until Filled.